



Staff Agency for the Judicial Conference of Indiana

## Court Alcohol and Drug Program New Hire Form

This form is to be completed by the Program Director within 30 days of any new hire. Please use one form per new staff member. This form may be emailed to [trobinson@courts.state.in.us](mailto:trobinson@courts.state.in.us), faxed to (317) 233-3367, or mailed to the Indiana Judicial Center, 30 South Meridian Street, Suite 900, Indianapolis, IN 46204 Attn: Travis Robinson.

**Date of Hire:** \_\_\_\_\_ **Male or Female** \_\_\_\_\_ (necessary for data entry)

**Staff Name:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Program Director:** \_\_\_\_\_

**Position:** Clerical Staff ☐ Case Manager ☐ Assessor ☐ Program Director ☐ Education Instructor ☐

Is this staff member currently CSAMS certified? Yes ☐ No ☐

Will this staff member pursue the CSAMS credential? Yes ☐ No ☐

Does this staff member have a 4-year college degree? Yes ☐ No ☐

Does this staff member have a substance abuse certification  
recognized by the Department of Mental Health and Addiction (DMHA) Yes ☐ No ☐

*Please remember if a program is probation based new hire information must be submitted to both A&D and Probation. There is a PO Update form located on-line.*